



Northeastern

U N I V E R S I T Y

NUnet Post-Installation Move, Add or Change Budget Transfer Authorization

Service Request #	Date sent to user	
	Date returned to IS Customer Services	
	Date posted to budget	

Name	First	Last
User Fax No.		
Data Jack Label		
Room/Building		

Request	Unit Cost	Qty	Total Amount (Unit Cost x Quantity)
Move Existing Data Jack	\$200		\$
Install New Data Jack (Includes B Port Enable)	\$550		\$
Activate Extra Port:			
Port A	\$250		\$
Port B	Free		\$
Port C	\$250		\$
Port D	\$250		\$
Port E (available on 6 port data jacks only)	\$250		\$
Port F (available on 6 port data jacks only)	\$250		\$
Purchase Network Interface Card for Computer	\$100		\$
Purchase Ethernet Transceiver	\$50		
Purchase Network Interface for Printer	\$300		\$
Total			\$

I authorize IS Customer Services to transfer the total above from my departmental budget. The debit information is as follows:

The following information must be filled out completely before ISCS can proceed with the request.

Department Name			
Account Number	Object Code	3013	
Signature (authorized signer for the above account)			

Please fax the completed form to IS Customer Services at 373-8600. This request is currently on hold, and work will be resumed upon receipt of this form, with an authorizing signature. If you decide not to make the expenditure, please call IS Customer Services at 373-4357 to cancel the request. When speaking with the technician, please reference the Trouble Ticket number at the top of the sheet.

**PLEASE FAX THE COMPLETED FORM TO 373-8600,
ATTENTION IS CUSTOMER SERVICES**